

## **Buying a share in a resale property**

Thank you for your interest in purchasing a shared ownership resale property. Please find below some information to help guide you through the process.

It is the responsibility of owners to sell their property, but there is a procedure to follow and we will guide both you and the owner through this. We do not sell the property for the owner but will assist wherever we can. Our role is to verify any applicants and advise you and the owner that we would not have an objection to the sale. It is entirely the decision of the owner to sell.

You should satisfy yourself that the property is up to standard and any disputes should be conducted between your solicitors. The Housing Association is not responsible for the condition of the property.

The owner must provide an energy performance certificate before selling the property. They may or may not use an estate agent

## **Valuation**

The property will have been valued by a RICS valuer in accordance with The Homes and Communities Agency rules.

The owner can not sell their property for any more than the valuation.

## **Applicants**

All potential buyers need to be verified by the Housing Association. We enclose a copy of the shared ownership handbook and applicants guide, they provide advice on your responsibilities as a shared owner and on how to apply and any other information that might be relevant. As part of the application process, you (the applicant) will need to register with Shropshire Home Point and Help to Buy Midlands and provide us with three months statements from all your accounts, three months wage slips and your mortgage offer in principle certificate. You must not be able to buy on the open market and must not be home owners.

Once we have received all your documents we will verify the information and if you fulfil the criteria for shared ownership will notify both you and the owner that we have no objection to the sale taking place. The owner will then make the decision to sell. They can not accept an offer until the applicant has been approved.

## **Legal Sales process**

We would advise that you speak to your solicitor about your purchase and be guided by them. Applicants will have to fulfil any criteria governed by the lease and any S. 106 agreement or planning permission associated with your property.

Once you have been verified and the owner has accepted your offer, both you and the owner will need to give us details of your solicitors. We will then write to them and inform them of our requirements in the sale transaction. We will tell them what information we will need and give them details of rent etc. The sale will then be conducted through your solicitors as for any normal house sale; however we will assist where we can.

We will require solicitors to provide us with a completion date 5 days prior to completion taking place; we will then provide a statement setting out what rent etc. has to be paid by the purchaser. You will be responsible for paying the rent for the remainder of the month in which completion takes place and for the following month giving time for the normal direct debit to be set up.

After completion has taken place the current owner will be reimbursed for any rent etc that they have paid by the Association, your solicitor will not be responsible for doing this.

When completion takes place a new lease is not created but a notice of assignment is produced. The notice is a legal document that transfers the names of the new owners on to the lease. You will be responsible for paying for the notice of assignment fee and the current cost will be given to you. Your solicitor will forward this to us along with the fee and rent at the point of completion.

Your details will then be passed to our housing team who will be your point of contact for any future concerns.